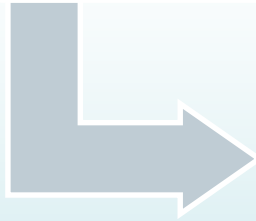


EVMS/ODU FINAL PAYCHECK TRANSITION

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There will be **no interruption** in pay



There is a change to the **timing** of your paychecks, but **no reduction in compensation**



Please review any current auto-drafts and bill due dates now to be ready for the changes

Differences in Pay Schedule

- EVMS has two separate pay schedules:
 - Salaried employees are paid once a month on the last day of the month.
 - This covers all time worked/paid time off (PTO) during that month.
 - Hourly employees are paid bi-weekly on every other Friday.
 - This covers two weeks of pay with a week lag.

Differences in Pay Schedule

- ODU has three separate pay schedules:
 - Hourly employees are paid semi-monthly (generally 2 times per month) with about a two week lag.
 - Salaried employees (both exempt and non-exempt) are paid semi-monthly (generally 2 times per month) with about a week lag:
 - Exempt=EVMS Monthly/salaried (not eligible for overtime)
 - Non-exempt= EVMS Bi-weekly/hourly (eligible for overtime)
 - Uniformed Officers are paid every two weeks with about a two week lag.
- <https://ww1.odu.edu/finance/payroll/schedule>

EVMS Category	EVMS Pay Schedule		ODU Category	ODU Pay Schedule
Salaried employee	Once a month	→	Salaried Exempt	Semi-monthly around the 16 th and 1 st of following month unless the day falls on a holiday or week end
Hourly employee	Every 2 weeks	→	Salaried Exempt	Semi-monthly around the 16 th and 1 st of following month unless the day falls on a holiday or week end
Transient	Every 2 weeks	→	Hourly	Semi-monthly around the 16 th and 1 st of following month unless the day falls on a holiday or week end
*Salaried Uniformed Officer	Once a month	→	Bi-Weekly	Every 2 weeks
*Hourly Uniformed Officer	Every 2 weeks	→	Bi-Weekly	Every 2 weeks

What is Exempt verses Non-Exempt?

- ❑ Your exemption status **will not change** as a result of the merger
- ❑ An employee is considered to be exempt if they are exempt from Fair Labor Standards Act's (FLSA) overtime regulations.
 - ❑ Current EVMS monthly employees
 - ❑ Not eligible for overtime
- ❑ An employee is considered non-exempt is not exempt from the Fair Labor Standard Act's (FLSA) overtime regulations
 - ❑ Current EVMS bi-weekly employees
 - ❑ Eligible for overtime

What These Changes Mean

- You will now be paid semi-monthly verses monthly. ODU Salaried Exempt (current EVMS monthly) employees (ODU AP/TR, AP/TR Medical, AP Restricted (Residents) Faculty, and some Classified Staff) will receive two paychecks to cover a full months compensation.
 - Each paycheck will be for half of your monthly salary.
 - Please plan ahead- if you have all of your bills coming out on the fist half of the month, we suggest checking with some companies to see if you can move the date later in the month.
 - Your second paycheck actually is paid on the first day of the next month unless that day is on a holiday or weekend.
 - For example, your second paycheck of July will be paid on Aug. 1st.

What These Changes Mean

- ODU Salaried Non-Exempt Full Time (current EVMS bi-weekly) employees (ODU Classified Staff) will receive two paychecks to cover a full month salary.
 - Each paycheck will be for half of your monthly salary.
 - Any overtime will be added to your normal monthly salary .
 - Your second paycheck actually is paid on the first day of the next month unless that day is on a holiday or weekend.
 - For example, your second paycheck of July will be paid on Aug. 1st

What These Changes Mean

- ODU Hourly (current EVMS bi-weekly transient) employees (ODU Hourly-Wage) will receive two paychecks to cover a full month salary.
 - Each paycheck will be based on hours worked during the pay period.
 - There are about 2 weeks between the end of the pay period and the pay date.
 - Sometimes, the 2nd paycheck for a pay period is paid out the first day of the next month.
 - For example, your second paycheck of July will be paid on Aug. 1st.

What These Changes Mean

- Uniformed Officers who have been designated as Classified at ODU (current EVMS bi-weekly and monthly) employees will receive a paycheck every other Friday.
 - Each paycheck will be based on hours worked during the pay period:
 - Exempt employees will receive the set base salary for that period.
 - Non-exempt employees will receive the set base salary plus overtime.
 - There are about 2 weeks between the end of the pay period and the pay date.
 - Classified Uniform Officers will transition to the ODU Semi-Monthly payroll initially and then transition to the Bi-Weekly payroll effective 08/25/2024 with every other Friday pay dates
 - Further information will be sent out specifically to this group.

First Period ODU Pay Schedule

Employee Type	Pay Period	Pay Date	Monthly Pay
Hourly	June 16 – June 30	July 16	1 st Paycheck of July
Salaried	June 25 – July 9	July 16	1 st Paycheck of July
Hourly	July 1 – July 15	Aug. 1	2 nd Paycheck of July
Salaried	July 10 – July 24	Aug. 1	2 nd Paycheck of July
Hourly	July 16 – July 31	Aug. 16	1 st Paycheck of August
Salaried	July 25 – Aug. 9	Aug. 16	1 st Paycheck of August
Hourly	Aug. 1 – Aug. 15	Aug. 30	2 nd Paycheck of August
Salaried	Aug. 10 – Aug. 24	Aug. 30	2 nd Paycheck of August
Hourly	Aug. 16 – Aug. 31	Sept. 16	1 st Paycheck of September
Salaried	Aug. 23 – Sept. 9	Sept. 16	1 st Paycheck of September
Hourly	Sept. 1 – Sept. 15	Sept. 30	2 nd Paycheck of September
Salaried	Sept. 10 – Sept. 24	Sept. 30	2 nd Paycheck of September

How Will This Change my FICA Limits?

- FICA stands for Federal Insurance Contributions Act and is a U.S. federal payroll tax.
- Employers are required to withhold and remit FICA on all employees that do not fall into one of the exempt categories (**exempt from FICA- not related to the FLSA exemption**) and remit these funds to the IRS each payroll.
- Every calendar year, the IRS sets limits on how much of an employees wages are taxable related to FICA taxes and an employer can stop withholding these taxes when this limit

How Will This Change my FICA Limits?

- Each employer is responsible for withholding and remitting these funds up to the limit.
 - This means that if you have 3 different employers in a calendar year, they must each withhold FICA up to the limit
- Since ODU is considered a new employer as of July 01, 2024- they must withhold FICA on all current EVMS employees that are not exempt from FICA- even if they have already met the limit with EVMS
- Any payment above the IRS yearly limit will need to be reimbursed by the IRS when the employee does their 2024 federal taxes

Final EVMS Paycheck-EVMS Monthly

- Your final paycheck paid by EVMS will be paid on 6/28/2024.
 - This will include your salary for June 1-30, 2024.
- Your first paycheck paid by ODU will be on 7/16/2024.
 - This check will cover July 1-9, 2024, so this will be a prorated portion of your normal new paycheck.
- Your first full paycheck paid by ODU will be on 8/1/2024.
 - This covers July 10-24, 2024

Final EVMS Paycheck-EVMS Bi-Weekly

- Your final paycheck paid by EVMS will be paid on 6/28/2024.
 - This will cover hours worked and paid time off (PTO) for June 15-30th.
- Your first paycheck paid by ODU will be on 7/16/2024.
 - This will cover hours worked and PTO for July 1-July 9, 2024 (including any overtime).
- Please plan ahead- your normal June 15-June 28th paycheck will be paid earlier than normal, but your July 16th paycheck will be for a shortened period of time.

EVMS Uniformed Police Officers

- Initially, you will transition to the ODU semi-monthly pay schedule based on your current designation.
- Communication about when and how you will transition from the salaried to bi-weekly pay schedule will be sent directly to you in the near future.

How Will This Change be Mitigated?

- EVMS recognizes that this change in pay schedules will be an adjustment for employees, so the following steps will be taken to mitigate any issues:
 - No employee paid insurance premiums will be deducted from your June 2024 paychecks.
 - EVMS will process the sick payout on June 28,2024
 - EVMS employees who are not in official notice period as of June 28,2024 will receive \$10 per hour of unused sick leave hours (applicable taxes will be applied)

QUESTIONS

